Monitoring GL Journals

A Cardinal tool that can be used to monitor all GL Journals for a particular agency is the Create/Update Journal Entry - Find an Existing Value inquiry page. This inquiry page is helpful to use daily, monthly and at year end to ensure the journals are posted prior to the accounting period being closed.

General Ledger Journals: This page is used to monitor all journals associated with a particular Business Unit (agency). The search criteria on this page are very flexible. One way to monitor in process journals is by searching for all journals for a particular time period (using journal date criteria), that have not been posted to the ledger or searching for journals that have a particular Journal Header Status.

Navigation: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

Maximum number of rows to return (up to 300): 300

Business Unit:	=	15100
Journal ID:	begins with	
Journal Date:	between	06/01/2014
	and	06/30/2015
Document Sequence Number:	begins with	
Line Business Unit:	=	
Journal Header Status:	not =	Posted to Ledger(s)
Budget Checking Header Status:	=	
Source:	=	
User ID:	begins with	
Attachment Exist:	=	

☐ Case Sensitive

[Search] [Clear] Basic Search | Save Search Criteria

Search Results

View All | First ◄ 1-10 of

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	User ID	A E
15100	0000059499	12/04/2014	0	(blank)	15100	Valid	Valid	ACTUALS	SPJ	USD	0	0	0	VisaOctober2014	GWM22134	N
15100	0000059499	12/04/2014	0	(blank)	76700	Valid	Valid	ACTUALS	SPJ	USD	414	296207.39	0	VisaOctober2014	GWM22134	N
15100	0000103083	05/08/2015	0	(blank)	15100	Valid	Valid	ACTUALS	ONL	USD	0	0	0	To record cardinal portions of	FHO83525	N
15100	0000103083	05/08/2015	0	(blank)	94900	Valid	Valid	ACTUALS	ONL	USD	2	787943	0	To record cardinal portions of	FHO83525	N
15100	0000109018	05/29/2015	0	(blank)	50500	Valid	Valid	ACTUALS	ATA	USD	2	250000	0	Monthly transfer of cash from	MUI91331	N
15100	0000109018	05/29/2015	0	(blank)	15100	Valid	Valid	ACTUALS	ATA	USD	0	0	0	Monthly transfer of cash from	MUI91331	N
15100	0000109018	05/29/2015	0	(blank)	50100	Valid	Valid	ACTUALS	ATA	USD	2	250000	0	Monthly transfer of cash from	MUI91331	N

Helpful Hints:
- *Journals that have a valid Journal Header Status and valid Budget Checking Header Status and have already been approved for posting, will automatically post during the nightly Batch process as long as the period is open.*
- *All Journals that have not been posted, but have a journal date (fiscal year and accounting period) within a closed accounting period will have to be deleted because these entries cannot successfully post into a closed period. If the journal entry had a valid budget status, when it is deleted the budget dollars that had been reserved will automatically become available.*
- *Keep in mind if a journal did not get posted before the accounting period was closed, the journal can be copied with a new journal date and the prior period journal will need to be deleted.*